

POSITION DESCRIPTION		AGENCY/DEPT ID DAS / DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074979	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION GSD OAKS Technical Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073295 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report-in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	Assists in management of OAKS PO & AM Modules: researches & analyzes existing operations, systems & procedures to determine necessary improvements for PO & AM Modules; provides input in for determination of feasibility & impacts of application change requests; monitors system ensuring transactions are approved; monitors batch processes; identifies & resolves problems with PO & AM modules; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system processes regarding procurement & asset management which support business requirements (e.g., contracts, items, requisition, release & permits, controlling board, purchasing & asset management Ohio Revised Code & Ohio Administrative Code rules & regulations); provides support to agencies by researching & fixing issues with module elements; analyzes patches & bundles to determine impact to customizations; creates & tests System Investigation Reports (SIRs) issues utilizing Information Technology Governance application; creates & maintains personal learning plans (PLPs); identifies targeted state employees to transfer knowledge & provides training.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15.	
	15	Researches & resolves assigned Help Desk cases in Case Relationship Management system or related applications: uses PS/Query & ISQL to research data issues in OAKS; reports cases to PeopleSoft when software is not functioning properly; writes & executes test conditions & scripts to ensure system is functioning properly when new functionality, patches or bundles from PeopleSoft are loaded into system.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, (16) use of PS Query & ISQL tools. Ability to 10, 11, 12, 13, 14, 15.	
			*developed after employment	
JOB CODE TITLE Business Transformation Analyst JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ea</i>	
			DATE 8/5/09	

apd 8-6-09al

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
10	Assists with development of functional requirements & provides expertise to Managed Services & Shared Services for enhancements to software: writes general designs for software enhancements & future releases; knowledge of touch points between PO, AM & other OAKS modules, (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget & Planning, Capital Improvements & EPM).	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15		
5	Acts on behalf of Enterprise Resource Platform Manager, OAKS PO Module Lead or OAKS AM Module Lead in his/her absence (e.g., attends meetings & relays decisions, policies & procedures); evaluates OAKS production support; completes other duties as assigned (e.g., special projects, research, reports).	Knowledge of 1, 2, 4, 5 Skill in 10 Ability to 12, 13.		
	Position is overtime exempt.	*developed after employment		
JOB CODE TITLE Business Transformation Analyst JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/uc</i>	
		DATE 8/5/09		

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